

# **CALIFORNIA CONSERVATION CORPS**

## **POSITION DUTY STATEMENT**

<b>WORKING TITLE OF POSITION:</b> Recruitment Manager	<b>REPORTING UNIT NUMBER:</b> 321	
<b>DIVISION/BRANCH OR CENTER:</b> Operations Division	<b>LOCATION:</b> Sacramento – Headquarters	
<b>CLASS TITLE:</b> Staff Services Manager I	<b>POSITION NUMBER:</b> 533-321-4800-001	<b>EFFECTIVE DATE:</b> September 15, 2006

### SUPERVISION EXERCISED

<b>NUMBER</b> 1 7	<b>DIRECT SUPERVISION CLASSIFICATION</b> Assoc. Gov't. Program Analyst Staff Services Analyst	<b>NUMBER</b> 14	<b>INDIRECT SUPERVISION CLASSIFICATION</b> Special Corpsmembers
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the above position:

Relative time required) Indicate %	Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary.
	Under the direct supervision of the Chief, Operations Division, the Recruitment Manager oversees the recruitment of CCC corpsmembers throughout California. Responsibilities include:
40%	Conducts research necessary to maintain an up-to-date understanding of best practices for recruitment of young people into the workforce. Performs analysis of youth trends and job markets in order to determine appropriate venues and methods for recruiting CCC corpsmembers. Conducts on-going assessment of the recruitment program to ensure that recruitment offices are strategically located, recruitment strategies are effectively employed and the corpsmembers recruited are well suited to the needs of the CCC. Establishes monthly recruitment goals for each zone and ensures these goals are met.
35%	Oversees the Recruitment Unit, performing the full range of supervisory duties. Specifically, provides direction, guidance, assistance, and appropriate tools and training to staff. Ensures all staff receive appropriate orientation and training regarding state and department policies and procedures. Determines staff training and development needs and ensures plans are implemented to meet these needs. Monitors and evaluates staff performance using clear objectives, regular appraisals and the progressive disciplinary process to improve performance where unsatisfactory performance in staff is identified. Takes appropriate personnel action. Manages, reconciles and controls personnel transactions to adhere to budgeted position and funding authorities. Prepares and presents management briefings and provides data and other information as needed. Participates in various administrative and organizational tasks as required.
10%	Works closely with the District Directors and Center Directors to ensure that an adequate number of appropriate corpsmembers are recruited for each location. Addresses any recruitment-related issues or concerns raised by the Districts/Centers, working with the Policy Development and Data Collection and Analysis Units as needed.
10%	Prepares the annual budget for statewide recruitment efforts and maintains fiscal control over all recruitment expenditures. Tracks expenditures for each zone and reports monthly on these expenditures.
5%	Maintains a collaborative relationship with External Affairs to ensure a coordinated, consistent message is being conveyed by the CCC in any and all outreach efforts. Coordinates staff and other resources with External Affairs as needed.